

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Transit Operations Transportation Engineering and Evaluation 401 West Peachtree, N.W., 23rd Floor Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received / Application No. / Date Completed AUG - 9 1977 / 77-248 / AUG 15 1977	
4. Person to Contact Edward Harden		5. Working Title Chief of Evaluation	6. Telephone Number 586-5329
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest Pre-MARTA Current	9. Records Series Title (followed by title used in office, if different) Traffic Check File		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? This Division researches, schedules and coordinates with the Transportation Division for all bus and rail services, both scheduled and Special Services such as Charter, Sight-seeing, Contract, E&H, Tripper, etc. This Division monitors the utilization of the services, reschedules for appropriate usage levels, and reports all resulting operational statistics. This Division has major responsibility for actualization of the Short-Range Transit Improvement Program, both capital and service elements. Also, TE&E represents DTO on most subject areas that require input from various responsibility areas, (for example, TMIS, Fare Collection, Rail Start-up, etc.) and performs all research dealing with operational subjects.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Counts of passengers riding each route of the system Included are: "Point Checks" "Riding Checks" Load Profile Entries Bus Stop Inventories: paper and data input cards File is arranged: By route numbering system, numerically separate from alphabetically.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old <u>weekly</u> ; Seven to twelve months old <u>monthly</u> ; Thirteen to twenty-four months old <u>occasionally</u> twenty-five months and older <u>seldom</u> ?			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>4-5</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 4 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area; hold 2 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved - Department Records Management Officer <i>William E. Callahan</i> 7/2/77	Approved - Legal Counsel <i>Warner P. Gouder</i> 7/26/77
Approved - Division Head/Designee <i>Michael C. Clark</i> 7/12/77	Approved - Division of Audit <i>William V. Canale</i> 8/4/77
Approved - Department Head/Designee <i>Wm. C. Clark</i> 7/13/77	Approved - Department of Archives and History <i>Carroll Hart</i> 8-12-77
Approved - Records Management Analyst <i>Douglas M. Hani</i> 7/20/77	Approved - MARTA Management Advisory Committee _____